

## **Parliamentary Procedure - Basic Rules to Remember**

### **Responsibilities, authority, limitations**

#### **Chairman:**

##### 1. Responsibilities

1. Serve as impartial moderator.
2. Protect rights of both minority and majority.
3. Conduct orderly business meeting, using established club rules or parliamentary procedure.
4. Maintain order.

##### 2. Authority

1. When conducting meeting; can rule per club rules or parliamentary procedure.
2. May over-rule members or determine priorities, unless membership majority vote over-rules him,

##### 3. Limitations

1. Member may appeal rulings of chairman.
2. May not make or second motions or speak on business, unless he temporarily relinquishes chair to another member.
3. Votes only in case of tie.
4. May also vote to create tie.

#### **Member:**

##### 1. Responsibilities

1. Conduct self so as not to infringe on rights of others.
2. Respond to business according to club rules or parliamentary procedure.
3. Must ask for recognition to speak, unless rules provide otherwise (as in case of seconding motion, when called upon by chair to speak, etc.)
4. Must not cause disruption or distract from business being considered,

##### 2. Authority

1. May make motions, amendments, second motions.
2. May appeal rulings of chairman.
3. May request information (status of motions, re-statement of motions, points of order or personal privilege, etc.)
4. May vote on all business.

##### 3. Limitations

1. Must abide by rule of majority.
2. Must abide by club rules or parliamentary procedure.
3. Must request recognition by chair to speak, unless not required to do so.

### **Normal Orders of Business**

1. Call to order
2. Reading and approval of minutes of prior meeting.
3. Reports of officers and standing committees
4. Reports of special committees.
5. Unfinished business.
6. New business.
7. Program.

## 8. Adjournment.

### Basics of Parliamentary Procedures

#### Types of Motions

1. Main
2. Subsidiary
3. Incidental
4. Privileged

1. Main Motions – brings a question before the assembly for consideration.
  - a. Main motion
    - (1) Is Debatable.
    - (2) Requires majority vote.
    - (3) Can be amended.
    - (4) Must be made by member after being recognized by chair.
    - (5) Requires second.
  - b. Substitute motion
    - (1) Purpose is to replace main motion without necessity of amending process.
    - (2) Is debatable.
    - (3) Requires majority vote.
    - (4) Is Amendable.
    - (5) Must be made by member after being recognized by chair.
    - (6) Requires second.
2. Subsidiary Motions- In order only when main motion is pending; modifies main motion.
  - a. Lay on the table
    - (1) Purpose - to defer action.
    - (2) Requires second.
    - (3) Cannot be debated, postponed or reconsidered after vote.
    - (4) Cannot be tabled to a specific time.
    - (5) Requires majority vote.
  - b. Move for Previous Question
    - (1) Purpose - call for immediate vote without further debate or amendment.
    - (2) Cannot be debated.
    - (3) Requires second.
    - (4) Requires 2/3 vote to pass.
  - c. Move to extend or limit debate
    - (1) Cannot be debated.
    - (2) Requires second.
    - (3) Is amendable.
    - (4) Cannot be tabled to a definite future time.
    - (5) Requires 2/3 vote to pass.
  - d. Move to postpone action
    - (1) To a definite time
      - (a) Cannot be debated.
      - (b) Requires majority vote.
    - (2) To indefinite time
      - (a) Is debatable.
      - (b) Requires majority vote.

- e. Move to commit or recommit
  - (1) To refer for further study, delay action.
  - (2) Is debatable, can be amended.
  - (3) Requires majority vote.
  
- f. Motions to amend
  - (1) Purpose - to alter main motion or amendment.
  - (2) Is debatable, if main motion is.
  - (3) Is in order as soon as main motion is stated and seconded.
  - (4) Must be relevant to main motion or overall subject under consideration.
  - (5) Must be seconded.
  - (6) Requires majority vote.
  - (7) Can be amended.
  - (8) Only two amendments to main motion may be considered at one time.
  - (9) Only four items may be pending at one time:
    - (a) amendment to main motion
    - (b) amendment to amendment
    - (c) substitute motion
    - (d) amendment to substitute motion
  - (10) Voting priority
    - (a) Amendment to amendment
    - (b) Amendment to substitute motion
    - (c) Substitute motion
    - (d) Amendment to substitute motion
  - (11) Once rejected, identically worded amendment cannot be re-presented at same business meeting.
  - (12) No amendment is in order if it strikes out previously adopted amendment.
  
- 3. Incidental motions (These rise incidentally out of the business, and are in general, concerned with the rights and privileges of members)
  - a. Question of consideration
    - (1) May be raised against any principal motion or order of business if made before debate begins or subsidiary motions have been made. Is in order when another is on floor.
    - (2) Does not require a second.
    - (3) Is not debatable or amendable.
    - (4) Requires 2/3 vote; if passes, motion may not be considered at that meeting.
  - b. Motion to suspend the rules
    - (1) Requires 2/3 vote.
    - (2) Is not debatable or amendable.
    - (3) Cannot be reconsidered.
    - (4) Not subject to any subsidiary motions.
    - (5) Requires a second
  - c. Adoption of reports
    - (1) Purpose - move to accept reports.
    - (2) Is debatable and amendable.
    - (3) Requires a second.
    - (4) Requires a second a majority vote.
  - d. Appeals to ruling of chairman
    - (1) Does not require recognition by chair.
    - (2) Requires second.
    - (5) Can be tabled

- (3) Requires majority vote.
    - (4) Not debatable
  - e. Withdrawal of motion
    - (1) Requires recognition by chair.
    - (2) Must be by person who made the original motion.
    - (3) Requires no second.
    - (4) Not debatable.
    - (5) Requires majority vote.
  - f. Call for Division of Question
    - (1) Purpose - to divide a motion into parts, each acted upon as a separate motion.
    - (2) Requires recognition by chair.
    - (3) Does not require second.
  - g. Motion for division of house
    - (1) Purpose - to accurately count vote by either standing or written vote when voice vote is not clear.
    - (2) Does not require recognition by chair.
    - (3) Does not require second.
    - (4) Is not debatable.
    - (5) Requires majority vote.
  - h. Rise to point of order or parliamentary inquiry
    - (1) Purpose - information.
    - (2) Does not require recognition by chair.
    - (3) Does not require second.
    - (4) Is not debatable.
    - (5) Requires no vote.
4. Privileged Motions (Note: Take precedence over pending business and are entitled to priority in recognition and consideration)
- a. To fix time and place of next meeting.
    - (1) Requires recognition, second.
    - (2) Not debatable when privileged motion (is when not).
    - (3) Majority vote required.
  - b. To adjourn
    - (1) If call to adjourn at a given time, may be considered even if vote to adjourn has been made but not announced.
    - (2) Requires recognition, second. Is debatable and amendable only if time given.
    - (3) Majority vote required.
  - c. To recess
    - (1) Same as to adjourn, except is debatable.
  - d. Rise to question of privilege
    - (1) Question as to rank of privilege, or question about business.
    - (2) Does not require recognition, second.
    - (3) Not debatable.
  - e. Motion to reconsider
    - (1) Purpose – reopens from beginning the question already acted upon. This is the only way to reopen a matter which has had final disposition made.
    - (2) Must be made and seconded by those who voted with the prevailing side.
    - (3) Must be made at same or succeeding meeting.
    - (4) Privileged over all new business.
    - (5) May not be amended, committed or indefinitely postponed.
    - (6) Requires majority vote.